

### **AMENDED LIST OF CREDITORS**

An *Amendment* form is posted on the court's website. See *Forms - Miscellaneous Forms - [Amendment to Schedules DEF or List of Creditors](#)*. [DNJ LBR 1007-2](#) addresses matrix requirements. [DNJ LBR 1009-1](#) addresses amendments to lists and schedules and verification by debtor(s). The court's *Amendment* form contains signature lines for verification by debtor(s).

This event is used when the List of Creditors originally filed with the petition is amended. If new creditors are being added, a matrix (in PDF format) containing only the new creditors must be uploaded as an attachment to the *Amendment* (see STEP 7 below). This STEP, however, does not add the new creditor(s) to the court's database. E:Filers must add the new creditor(s) to the database by using either the *Add Creditor* link in this event or the *Upload a Creditor Matrix file* found under *Bankruptcy - Creditor Maintenance*.

Pursuant to the Bankruptcy Court Miscellaneous Fee Schedule, a fee is payable for amendments to the debtor's List of Creditors, with the following exceptions:

- **No fee is charged when the nature of the amendment is simply to change the address of a listed creditor.**
- **No fee is charged if the amendment adds the name and address of an attorney for a creditor listed on the original schedules.**

Upon the filing of an Amended List of Creditors, the Court will issue an Order Respecting Amendment. The **debtor** must notify any affected parties of the amendment.

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| <b>STEP 1</b> | Choose <b>Bankruptcy</b> from main menu  |
| <b>STEP 2</b> | Choose <b>Misc. Events</b> category  |
| <b>STEP 3</b> | Enter case number; click [NEXT]  |
| <b>STEP 4</b> | Select the <b>Amended List of Creditors (Fee)</b> event from the drop down list; click [NEXT]                                      |
| <b>STEP 5</b> | If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen |

**STEP 6** Select party or click [Add/create party]; click [NEXT]

☛ *If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association. Failure to place a check in the box results in the e:filer not receiving NEFs in this case.*

**STEP 7** Upload the completed Amendment Form. A matrix in .pdf format containing only the new creditors must be uploaded as an attachment; click [NEXT]

☛ *TIP - This does not add the new creditor(s) to the court's database. E:Filers must use the Add Creditor link noted below or use Creditor Maintenance - Upload a Creditor Matrix File.*

**STEP 8** Confirm case information. If this case contains creditors, a message will display, "Case already contains creditors!"

Place a check in the box *Add new creditor(s)* to manually enter the individual creditor(s). If you are adding multiple creditors, you may skip this Step and use *Creditor Maintenance - Upload a Creditor Matrix File*.

**STEP 9** To manually add the creditors, follow the guidance on this screen regarding the number of characters and lines. Leave the *Creditor Type* defaulted to Creditor. If there is a Creditors Committee, select the Yes radio button; click [NEXT]

**STEP 10** The *Fee Screen* displays ; click [NEXT]

**STEP 11** Confirm case information; click [NEXT]

**STEP 12** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

**SAMPLE DOCKET TEXT**

**Amendment to List of Creditors fee amount \$26. Filed by Test Attorney on behalf of Test Client.**

- STEP 13**      Select **Pay Now** or **Continue Filing**. DO NOT close this window by clicking on the X in the upper right corner.
- If you select **Pay Now**, be sure to print for your records the payment confirmation screen which contains a receipt number for this transaction.
  - If you select **Continue Filing**, please note that it is the court's policy that all fees be paid by the end of the day. Attorneys with outstanding balances will receive an automated e:mail reminder and will be locked out of CM/ECF if the fee remains outstanding for 3 days.
- STEP 14**      **Notice of Electronic Filing** displays

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**AUTOMATED UPLOADING OF CREDITORS**

When uploading a List of Creditors, the file must be in text (.txt) format. For more information see [Matrix Specifications](#) on the Court's web site.

- STEP 1**      Click **Bankruptcy** from main menu
- STEP 2**      Click **Creditor Maintenance** category
- STEP 3**      Click **Upload a Creditor Matrix File**
- STEP 4**      Enter case number; click [NEXT]
- STEP 5**      Upload the text (.txt) file; click [NEXT]
- STEP 6**      The number of creditors contained in the file displays; if correct click [SUBMIT]
- STEP 7**      *Creditors Receipt* screen displays with links to *File a Proof of Claim* and *Return to Creditor Maintenance Menu*.